

Inc. Village of Northport
BUILDING, HOUSING & CODE ENFORCEMENT
 224 Main Street (631) 261-4145 Northport, NY 11768

RESIDENTIAL BUILDING PERMIT FILING INSTRUCTIONS

USE FOR:

NEW HOUSES, ADDITIONS/ALTERATIONS - CHANGE OF USE
MAINTAIN EXISTING BUILT w/o PERMIT

APPLICATION FORMS REQUIRED:

- BUILDING PERMIT APPLICATION—all building work
- PLUMBING PERMIT APPLICATION—all plumbing work (see PLUMBING PERMIT INSTRUCTIONS)

FOLLOW DIRECTIONS CAREFULLY. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

BUILDING PERMIT APPLICATION

TAX BILL OR PROOF OF OWNERSHIP

Submit copy of tax bill or first & last page of deed does not represent current owner with EACH application

SUFFOLK COUNTY FILED MAP

Submit copy of subdivision map filed with Suffolk County Clerk for new work on vacant lots

AGE OF STRUCTURE

Provide substantiation of age. IF 100 YRS OR OLDER FILE FOR HISTORIC REVIEW SIMULTANEOUSLY

PHOTOGRAPHS

Submit photographs of each elevation of existing structure

DESCRIPTION OF WORK

Submit brief description of proposed construction

ESTIMATED COST OF WORK

From Contractor estimate, or cost based on current construction standards prepared by Architect or P.E.

SQUARE FOOTAGES

EXISTING: Provide ALL square footages of existing structures

PROPOSED: Provide ALL square footages of proposed construction

ALTERATIONS LEVEL 1 & 2: Provide Square footages AS PER 2015 IRC EXISTING RESIDENTIAL CODE Appendix J:

Level 1 Alteration:

cosmetic work on existing, up to & including removing & replacing sheetrock & insulation.

Level 2 Alteration:

'Gutting' of interior walls and partitions: remove/replace structure, electrical, mechanical, plumbing

AFFIDAVIT OF PROPERTY OWNER

Must be filled out completely

OWNER & APPLICANT SIGNATURE(S) & PHONE NUMBER(S)

Owner signature and phone number MANDATORY; and Applicant info, if applicable

NOTARIZATION

Owner and Applicant signatures must be notarized by a NYS notary public

SUBMISSIONS REQUIRED WITH PERMIT APPLICATION:

I LEAD AGENCIES

LEAD AGENCY APPROVALS MUST BE SUBMITTED WITH PERMIT APPLICATION!

OWNER/APPLICANT RESPONSIBLE FOR DETERMINING IF APPROVALS REQUIRED FROM LEAD AGENCIES **PRIOR TO BUILDING PERMIT APPLICATION SUBMISSION.**

If applicable, submit copies of all required LEAD AGENCY APPROVALS--permits/drawings, decisions and/or letters of non-jurisdiction with Building Permit application. **MISSING LEAD AGENCY APPROVALS = INCOMPLETE APPLICATION**

LEAD AGENCIES & THEIR REQUIREMENTS INCLUDE BUT ARE NOT LIMITED TO:

- **NYS DEPT. OF ENVIRONMENTAL CONSERVATION (DEC)**
PERMIT OR LETTER OF NON JURIDICITION FOR ALL WORK LOCATED WITHIN 200 FEET OF WATER
- **NYS DEC/FEMA FLOODPLAIN PERMIT**
PROPERTIES LOCATED IN FLOODPLAIN MAY BE SUBJECT TO COMPLIANCE WITH NORTHPORT CODE CHAPTER 32. FLOODPLAIN ANALYSIS REQUIRED.
- **SUFFOLK COUNTY HEALTH DEPT. APPROVAL/PERMIT**
REQUIRED FOR ALL NEW HOUSES & WHEN ADDING BEDROOMS TO EXISTING DWELLING
- **TOWN OF HUNTINGTON PERMIT**
REQUIRED FOR DOCKS, BULKHEADS, PILINGS LOCATED IN T.O.H. WATERWAYS
- **ARCHITECTURAL REVIEW/HISTORIC REVIEW**
REQUIRED FOR PROPOSED CHANGES TO EXTERIOR OF DWELLINGS 100 YEARS OR OLDER.
SUBMIT HISTORIC REVIEW APPLICATION AT TIME OF BUILDING PERMIT SUBMISSION
- **STEEP SLOPE PERMIT APPLICATION**
Steep Slope Permit from Planning Board required for work proposed on 10% or greater natural slope
SUBMIT SIMULTANEOUSLY AT TIME OF BUILDING PERMIT SUBMISSION
- **ZONING BOARD OF APPEALS**
PROPOSED WORK NOT CONFORMING WITH CODE OF NORTHPORT ZONING REGULATIONS MAY SEEK VARIANCE RELIEF FROM THE ZBA. Letter of Denial issued by the Building Inspector required to file.
SUBMIT SIMULTANEOUSLY AT TIME OF BUILDING PERMIT SUBMISSION

II. CONSTRUCTION DRAWINGS

(3) SETS OF PLANS & SPECS REQUIRED--(1) FULL-SIZE SET & (2) JOB-SIZE SETS, signed & sealed by NYS licensed design professional. **FOLD PLANS DO NOT ROLL.** Plans to show conformance with 2010 NYSRC; show existing conditions, energy calculations all structure, floor plans, elevations, height calculation, electrical, plumbing & all comprehensive sections/details/notes necessary for construction & code conformance.

SURVEY

Submit (2) copies of current guaranteed property survey with Surveyor's stamp, SCTax Map Number, and Date

SITE PLAN: (3) copies of survey or site plan showing:

- location of proposed construction drawn to scale
- all setbacks of proposed from property lines, dwelling, and other accessory structures.
- existing septic system
- erosion control measures to be installed during construction
- design and location of proposed drainage (SEE DESIGN NOTES)

STORM WATER CONTAINMENT

Northport requirement: 4" rainfall at 100% collection rate of the AREA OF ALL IMPERVIOUS SURFACES PROPOSED SUCH AS STRUCTURES, PATIOS & DRIVES..Provide the following calculations, drywell sizing, section/detail, location on site plan prepared by NYS licensed design professional.

ZONING ANALYSIS

Comparative Chart Analysis of Required/Existing/Proposed Structures as per the Code, Zoning Chapter 306. AFFIX TO FIRST PAGE OF PLANS (see attached sample)

HEIGHT ANALYSIS AS PER NORTHPORT DEFINITION

Provide height analysis as per Code of Northport Height Definition, Chapter 306, Definitions

STAINLESS STEEL FASTENERS REQUIRED STATEMENT

Construction requirements for ACQ/Copper –treated lumber: STAINLESS STEEL FASTENERS, STRAPPING, TECOS, NAILS, ET AL REQUIRED IN EXPOSED/EXTERIOR APPLICATIONS; as per the manufacturer's warranty and product/design criteria. **NO SUBSTITUTIONS PERMITTED.** INCLUDE THIS NOTE ON PLANS

III. ADDITIONAL FILING REQUIREMENTS & INFORMATION**FEES**

Shall be determined by the Building Inspector as per Chapter 147 of the Code, Fee Schedule

CONTRACTOR AND ELECTRICIAN INSURANCES- MANDATORY

Proof of Liability Insurance Workers Compensation, and NYS Disability must be submitted naming the Inc. Village of Northport as certificate holder. Limits are:

- **GENERAL LIABILITY \$2M/\$1M**
- **WORKER'S COMPENSATION & DISABILITY-must be on either NYS Workers Comp Board form or State Fund. 'ACORD' forms are not accepted. Contact NYS WC Board for information: 518-486-6307**

CONTRACTOR AND ELECTRICIAN LICENSE-MANDATORY

Copy of Contractor's Suffolk County Home Improvement license & Suffolk County Electrician's license must be submitted

TAX ASSESSMENT

Northport Assessor's Office is notified upon permit issuance. The appropriate property tax increase shall be levied a year from the date of commencement of work.

PROPERTY OWNER/PERMIT BEARER RESPONSIBILITIES

The above-listed outline is provided as a guide for filing building permit applications ONLY. **The Property Owner/Permit Bearer is responsible for ALL stipulations, rules, and ordinances as stated in the Code of Northport, Chapter 106, Article 1, Sections-106-1 through 106-26.** The property owner/permit bearer & their contractor should familiarize themselves with all aspects of the Code of Northport regarding building/

Building Codes Online

2015 International Building Codes:

www.dos.ny.gov/dcea/

The Code of Northport:

www.northportny.gove